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T/II/M-2
27 October 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Bibliographics - Task Team II

Minutes of the Second Meeting, 19 October 1964

Members or Their Representatives Present

25X1

CIA	-	
DIA	-	
STATE	-	Mr. Curtis L. Fritz
NSA	-	
AIR FORCE	-	Lt. Col. Robert R. McAnaw
CSS	-	Secretary

25X1

25X1

Others Present

None

25X1

1.   opened the meeting and indicated that he hoped to go over
additional examples, purposes and uses of an authoritative item list, to
discuss the CODIB meeting which occurred on 15 October 1964 and to start work
on the terms of reference for the task team. He also reiterated his desire
that members not previously associated with the SCIPS effort indicate their
reactions to what was presented at the first meeting.

2. There was general agreement that we are addressing a real problem
area, the solution to which would enhance overall effectiveness and pro-
25X1   ductivity.   brought up the Union List of Intelligence Serial
Publications issued by CODIB in February 1959 as an example of an attempt in
our direction. It was characterized as useful though limited in scope. The
fact that it had not been brought up to date since 1959 was noted. It was
used as a source for the SCIPS product/organization study which preceded the
SCIPS survey effort. It appears to be more authoritative on CIA serials than
25X1   on other agency serials.   indicated that more up to date information
exists on CIA serials. Lt. Col. McAnaw noted the value of this type of
reference aid to operating commands in determining substantive intelligence
25X1   which is available.   noted the DOD worldwide Intelligence Production
Schedule issued by DIA. The DIA Production Center Intelligence Products
Index was also cited. The ATMP Catalog of Completed Items, the SAC Target
Materials Catalog and certain Closure Lists were also discussed.

Group I
Excluded from automatic
downgrading and
declassification.

3. It was emphasized that these types of items are extremely useful in orienting assigned personnel and to assignees to new areas of specialization. It is difficult to find out what is available which may be pertinent to a given problem area. Reference specialists find these item lists extremely valuable in satisfying requests for documents especially unprecise requests which describe the document required by characteristics such as "an Army document or Russian half tracks which came out last year" rather than by precise title, series number, etc.

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4. [   ] noted that the existence of an authoritative item list in the hands of users might result in producers receiving blanket requests for items which the requester might not actually need. This was acknowledged as a real possibility, especially shortly after such a list was produced and distributed. It might be necessary to hedge against this possibility by setting up validation procedures of some kind. It was noted, however, that most items are produced to be used wherever there is a valid use for them and that potential users should not be categorically denied the knowledge that the items do, in fact, exist.

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5. [   ] then summarized the 15 October CODIB meeting pertinent to Task Team interests. He indicated that we should continue on a critical review of the present terms of reference in order to satisfy CODIB requirements.

6. The meeting then addressed the Terms of Reference. For this purpose, clean copies were distributed to the team. Part I, Scope was reviewed. [   ] raised the question as to whether Part I which, in essence, sets the stage for the ensuing terms of reference would remain as part of the basic terms of reference. It was the consensus that it provides necessary background for understanding the terms of reference and should remain with them even though other task teams terms did not provide such detail.

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7. Part II A. Objective was accepted. Discussion occurred as to what was meant precisely by "directly concerned" in II B.1.a. It was decided that under C. Initial Tasks there be added item 6, "Determine scope of the item list, establish priorities and phases for implementation". Renumber present C. 6-8 to C. 7-9. Paragraph II B.3.a. be reworded "This system must serve the entire Intelligence Community" and paragraph II B.3.c. be reworded "The system itself is not intended to provide content control or document retrieval. At this point review of the terms of reference was halted to be taken up again at the next meeting.

8. Mr. Fritz suggested that between now and the next meeting members attempt to acquire their own agency's regulatory issuances on item control for review and discussion at the next meeting. He also suggested that we start on the identification and definition of categories of items e.g. counter-intelligence, positive intelligence, basic,

- 3 -

estimative, etc. The categorization developed as part of the product/organization study was suggested as a starting point.

9. The next meeting will be held 1330, 26 October 1964 at CIA Headquarters.
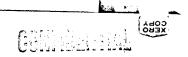
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Secretary

DRAFT

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       AIR FORCE - Lt. Col. Robert R. McAnaw
25X1   CSS   -   Secretary

Others Present

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additional examples, purposes and uses of an authoritative item list, to
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